

E>nable Audit

How to Complete an Audit

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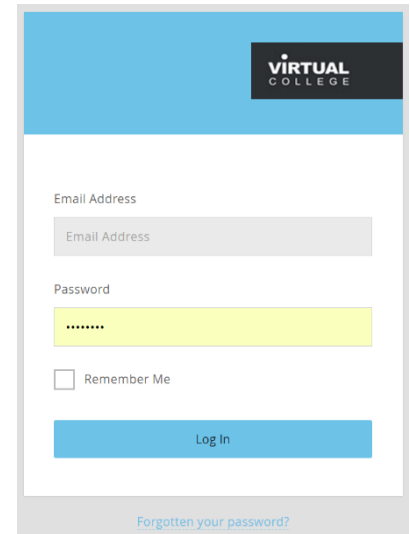
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GETTING STARTED

You will have already had your log in details emailed to you when you were set up on the system.

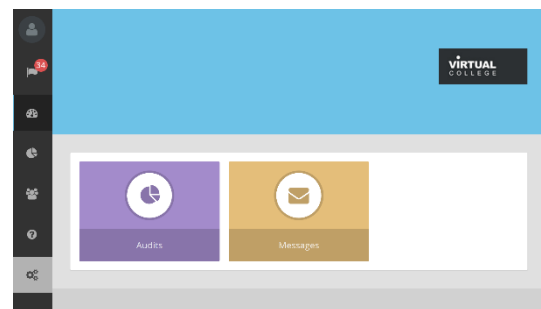
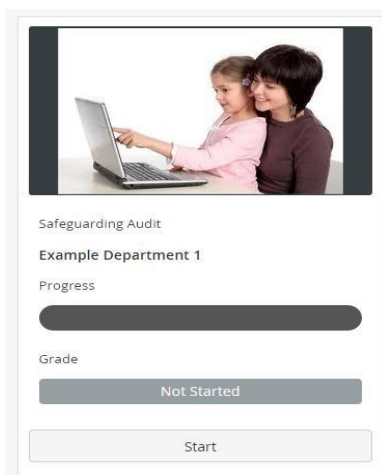
If you have forgotten your password please use the 'Forgotten your password?' button underneath the Log In page.



The screenshot shows the Virtual College login interface. It features a blue header with the Virtual College logo. Below the header, there are two input fields: 'Email Address' and 'Password'. The 'Password' field is highlighted in yellow. Below the password field is a checkbox labeled 'Remember Me'. A blue 'Log In' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Forgotten your password?'.

WELCOME TO YOUR AUDIT DASHBOARD

You are automatically shown this dashboard which will allow you to complete any audits you have to do.

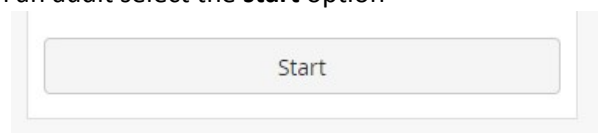



The screenshot shows the details for a 'Safeguarding Audit'. It includes a header image of two children looking at a laptop. Below the image, the text reads 'Safeguarding Audit' and 'Example Department 1'. There is a 'Progress' section with a progress bar. Below the progress bar, it says 'Grade' and 'Not Started'. At the bottom, there is a 'Start' button.

To get started on your audit(s) please select the purple **Audit** icon.

Here you will see the audit(s) available to start. You will always be given a progress bar showing how much of the audit you have completed. If you only have one audit it will automatically open.

To open an audit select the **start** option



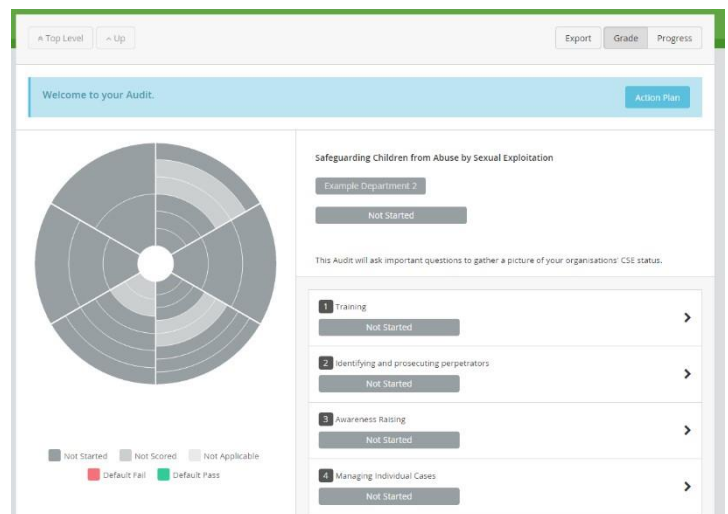
The screenshot shows a single 'Start' button, which is a light gray rectangular button with the word 'Start' in the center.

THE MAIN PAGE OF AN AUDIT

If this is your first attempt at completing an audit you will see a blank template ready for you to start work.

PLEASE NOTE: You can stop and start at any time and all your progress will be stored.

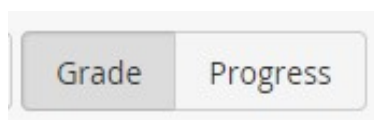
Let's explore this page.



Navigation

The colour of the pie chart will show either score or progress and this will be displayed using a colour coding system.

To change between the score or progress of your audit select **Grade / Progress** from the option in the top right corner.



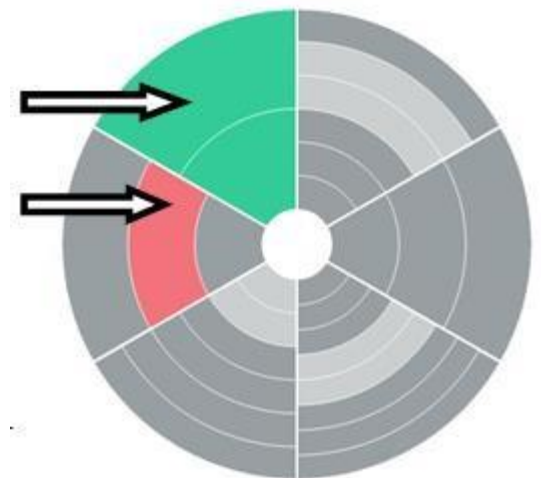
The Chart (or 'pie') will always show a visual colourised display of your Audit score.

Each 'slice' of the pie relates to a top level category or question.

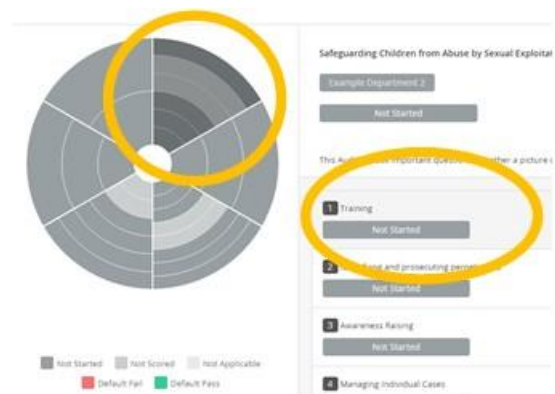
Each 'segment' within relates to a sub-category or a question relating to that top category.

The purpose of the pie will become more apparent as you start working through your audit. As you start answering questions you will receive a colour relating to your responses. These will appear on the pie.

Using the key you'll be able to quickly isolate areas for improvement in addition to having a quick visual representation of your whole audit.



You will notice that as you hover over elements of the chart you will see information it relates to reflected on the table. This allows you to navigate through your audit using either of the two options in tandem



The Table

The table relates directly to the pie and shows similar information.

Each part of the table represents a category or question.

By selecting a question you'll be able to answer the question

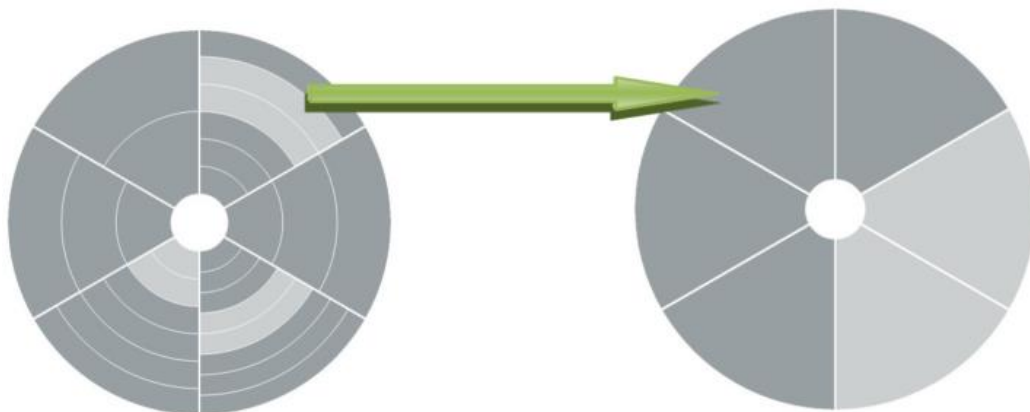
By selecting a category you'll be brought to a similar table outlining the questions within and any further sub-categories; please find an example below:

1 Training	Not Started	>
2 Identifying and prosecuting perpetrators	Not Started	>
3 Awareness Raising	Not Started	>
4 Managing Individual Cases	Not Started	>
5 Policy and procedure	Not Started	>
6 Leadership	Not Started	>

1 Training	Not Started	>
2 Identifying and prosecuting perpetrators	Not Started	>
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5 Policy and procedure	Not Started	>
6 Leadership	Not Started	>

1.1 Is training in CSE awareness a priority for your organisation?	Not Started	Unassigned	>
1.2 If training staff in CSE hasn't started please indicate an implementation plan	Not Scored	Unassigned	>
1.3 If training staff in CSE is currently being carried out please indicate time frames and information surrounding induction processes in relation to CSE?	Not Scored	Unassigned	>
1.4 Is your training plan sustainable?	Not Started	Unassigned	>
1.5 Is training readily available outside of your organisation (your local authority)?	Not Started	Unassigned	>
1.6 1/6 Does your training programme reflect the risk of sexual exploitation of boys and young men?	Not Started	Unassigned	>

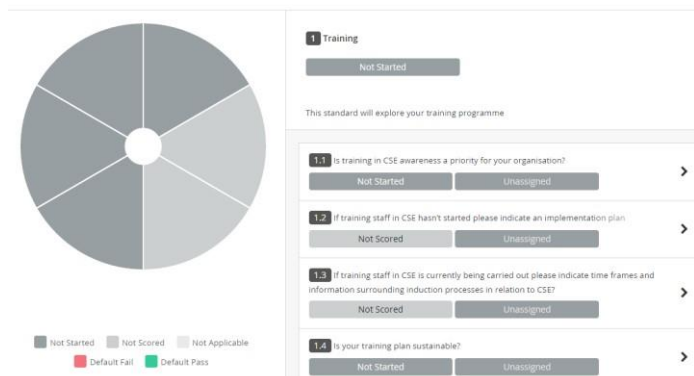
This principle also applies to the chart:



STARTING YOUR AUDIT

Let's get started with completing your audit and where better than the beginning.

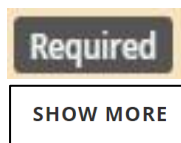
Selecting the first category from either the Table or the Chart view will bring up the questions to be answered.



Select your first question and a new box will pop up which will allow you to answer your question.

The appearance of this page will differ depending on the type of question.

Symbols explained:



- You must answer this question before saving.

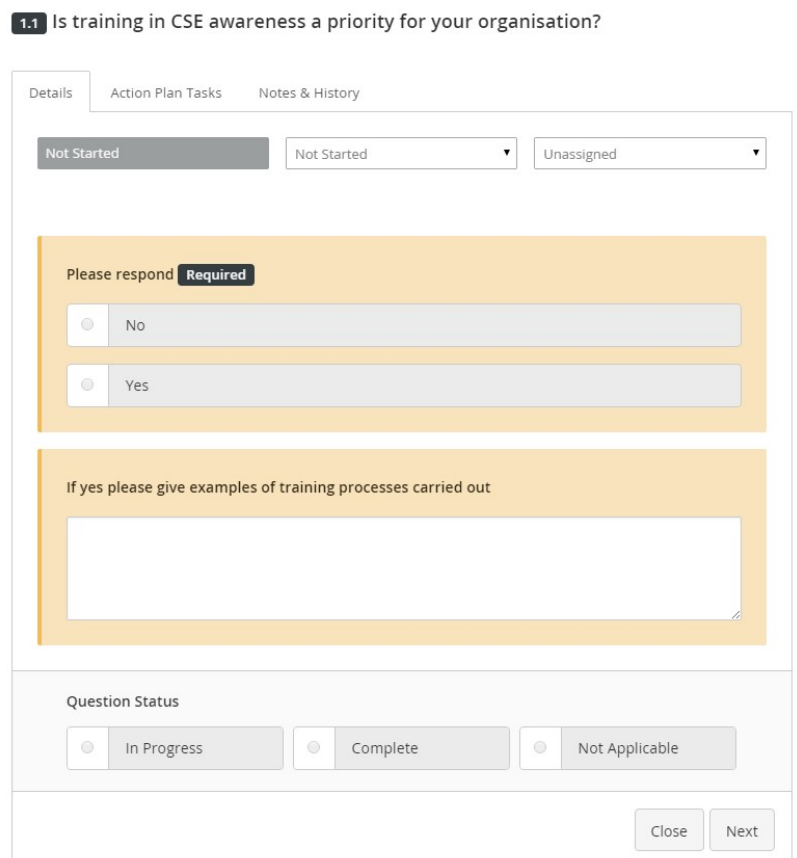
- Selecting this option will show more text

Details:

This is where you can answer the question.

You will receive a range of responses which your auditor wishes to evaluate, from a multiple choice response, to a text box, to a document upload.

The status of an audit will always appear as 'Not Started'.



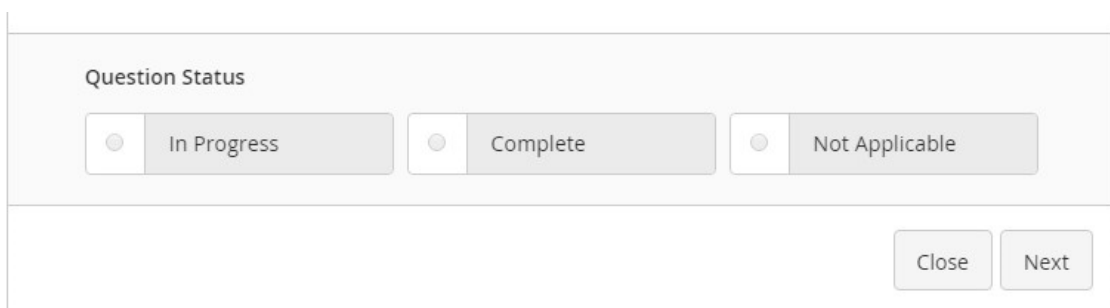
The screenshot shows a detailed view of question 1.1: 'Is training in CSE awareness a priority for your organisation?'. At the top, there are tabs for 'Details', 'Action Plan Tasks', and 'Notes & History'. Below the tabs, there are three dropdown menus: 'Not Started', 'Not Started', and 'Unassigned'. The main content area has a yellow background and contains the text 'Please respond' followed by a 'Required' label. Below this are two radio button options: 'No' and 'Yes'. Further down, there is a text box with the prompt 'If yes please give examples of training processes carried out'. At the bottom, there is a 'Question Status' section with three radio button options: 'In Progress', 'Complete', and 'Not Applicable'. At the very bottom right, there are 'Close' and 'Next' buttons.

Once you have answered the question this changes automatically to **In Progress**

You can select 'Complete' to show you have answered this question to the best of your ability.

Not applicable can be selected for questions which do not apply to you or your organisation. Please note some questions do not have the option to select **not applicable** and you can only select from "In Progress" or "Complete".

Some questions may also require you to provide a reason as to why you have selected "Not Applicable".



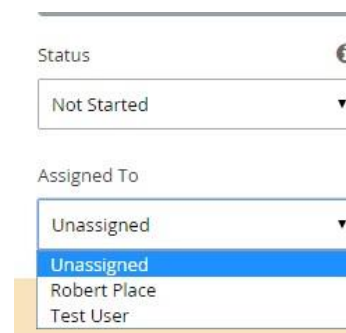
The interface shows a 'Question Status' section with three radio button options: 'In Progress', 'Complete', and 'Not Applicable'. Each option has a corresponding radio button to its left. Below these options are two buttons: 'Close' and 'Next'.

Status is calculated as below.

In Progress - 50% complete

Complete – 100% complete

You can assign a question to someone who is also completing the audit. They will receive notification of this within the Audit system.



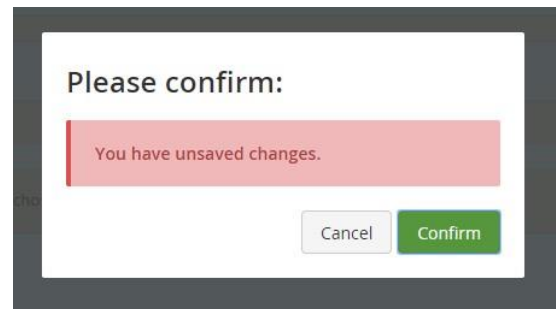
The interface shows a 'Status' dropdown menu with 'Not Started' selected. Below it is an 'Assigned To' dropdown menu with 'Unassigned' selected. The 'Assigned To' menu is open, showing a list of options: 'Unassigned', 'Robert Place', and 'Test User'.

When you input your answers you'll notice the 'Next' icon in the bottom right of the box will change to 'Save'. Once you are happy with your responses, simply select 'save' and you'll be able to continue to the next question.



The interface shows two sets of buttons. The first set has 'Close' and 'Next' buttons. The second set has 'Close' and 'Save' buttons. A large black arrow points to the 'Save' button, which is highlighted in green.

Should you accidentally click outside of the question box you'll receive a warning message to make sure you save any information you have entered.

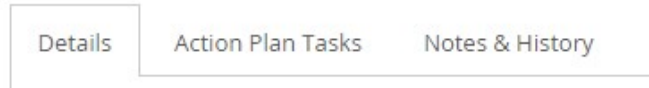


Selecting **Confirm** will delete any unsaved work, please select **cancel** and save your responses.

ACTION PLAN TASKS

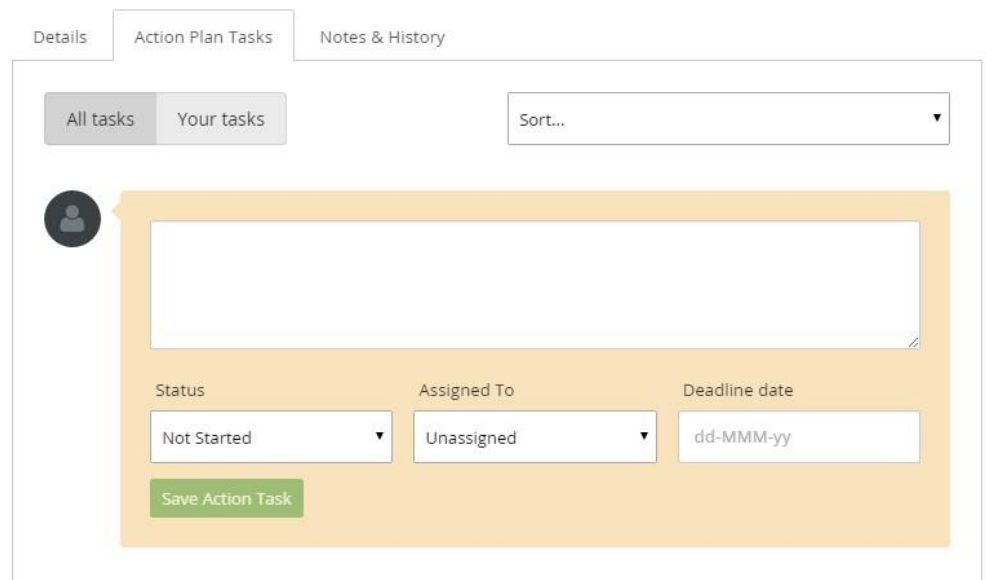
Should it be required it is easy to add an action plan to a question in your audit.

Simply select Action Plan Tasks at the top of any question you are currently viewing.



Here you will be able to view your action plans.

The first time you select this option you will see this image:



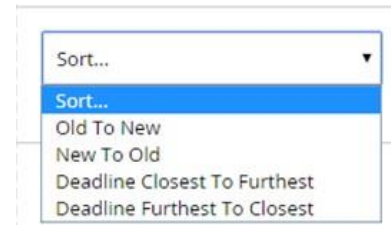
NB: Some audits may have triggered action plans which will be automatically given to you in relation to your audit grade. For example; should you select a score of 2 out of 3 you may automatically be given an action plan which explains how to achieve a score of 3.

Filtering features:

The system will always show all the action plans but should you be completing the audit with other individuals and you wish to see only your actions please select 'Your tasks'.



Selecting the 'Sort...' filter you'll be able to filter the actions in a variety of ways which suit you.



In the large text box you'll be able to add any details of the actions you wish to add. Please be as descriptive as possible.



Status

Assigned To

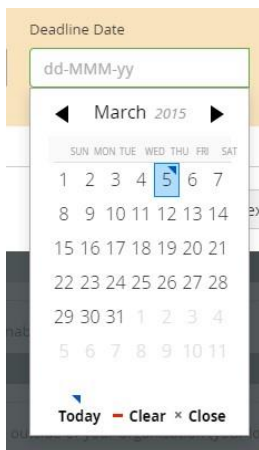
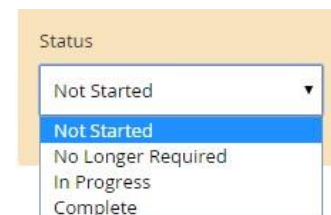
Deadline Date

Not Started

Unassigned

dd-MMM-yy

The status of the action is always 'Not started'. You can change this at any time to the items listed on the drop-down list.

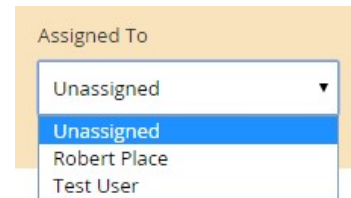


The deadline date will allow you to tell your auditor when you plan to have this action completed. This date will appear on any report produced.

Should the deadline date move or become redundant you'll be able to change or remove this date.

You can assign an action to anyone who is registered in the audit system and assigned the same audit. An action can be left unassigned.

If you assign an audit to someone they will receive a notification within the system and by email.



Assigned To

- Unassigned
- Unassigned
- Robert Place
- Test User

For all subsequent action plans follow the process above and save the new action by selecting **Save Action Task**.

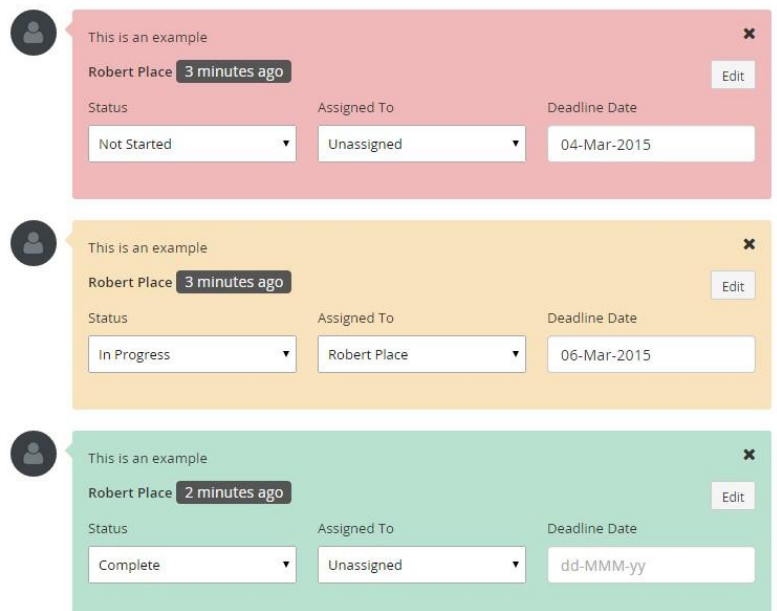
Save Action Task

As you start populating your action plans and complete your audit you'll see some colourised changes.

Red: overdue action plans

Yellow: action plans in progress


Green: completed actions



Three example action plan cards are shown, each with a user icon, a title 'This is an example', a user name 'Robert Place', a timestamp, and an 'Edit' button.

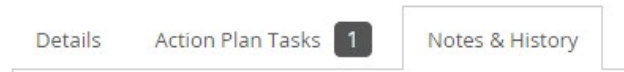
- Red card (overdue):** Status: Not Started, Assigned To: Unassigned, Deadline Date: 04-Mar-2015.
- Yellow card (in progress):** Status: In Progress, Assigned To: Robert Place, Deadline Date: 06-Mar-2015.
- Green card (completed):** Status: Complete, Assigned To: Unassigned, Deadline Date: dd-MMM-yy.

To edit the text of an action select the  icon.

Selecting the  icon will delete your action point.

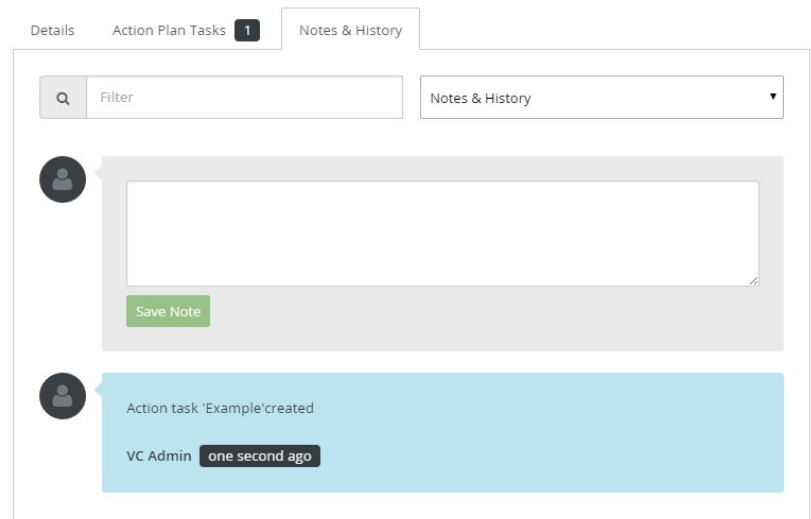
NOTES AND HISTORY

To see your notes and historical activity please select this option at the top of a question page.



Here you will see a list of your activities within this question. This is your Audit log and every action you take will be kept here for future reflection. If you wish to add a note to this list please write your note in the text box and click “Save Note”

As with all actions in the audit system please select ‘Save’ when adding a new note.

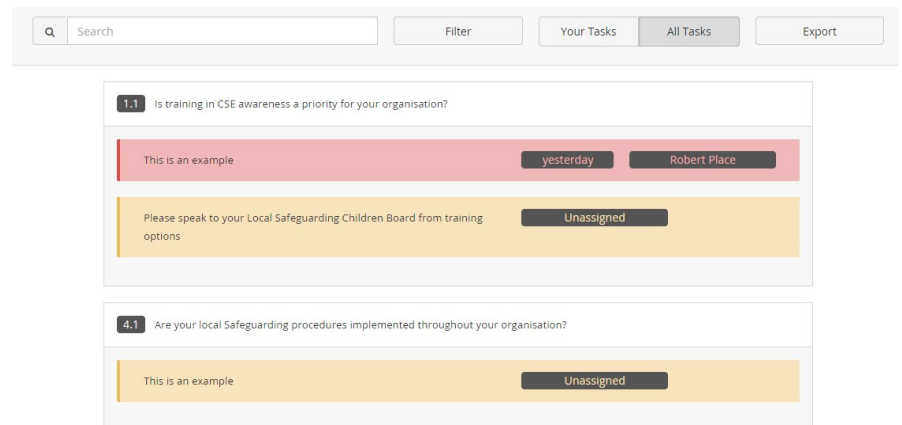


VIEW ALL ACTION PLANS

To view all action plans for a particular audit, simply open this audit up and select 'Action Plan' from the blue menu at the top of the page.



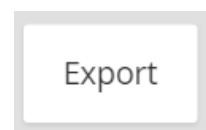
Here you'll see a list of the action plans; they are organised by question allowing you to view the actions within the context of their question base.



Using the colour coding system it is easy to identify active actions, actions past their deadline and actions completed.

To view an action in more details simply click on the one you wish to view, this will then take you to the question box.

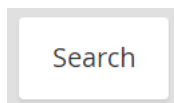
Select the **Export** icon to have all the actions for this audit exported into an Excel document



Filtering on all Action Plans

You will automatically be shown all the actions relating to this audit. If you wish to filter this and only view the actions allocated to yourself simply select the 'Your Tasks' icon.

Selecting **search** will allow you to choose filtering parameters.

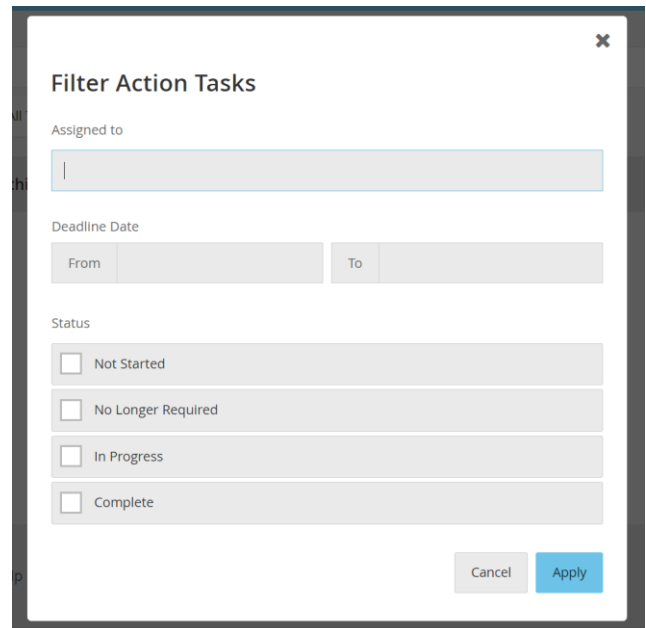


You can filter on:

Who the audit is assigned to

The deadline date

The status of the action plans



×

Filter Action Tasks

Assigned to

Deadline Date

From

To

Status

☐ Not Started

☐ No Longer Required

☐ In Progress

☐ Complete

Cancel

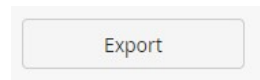
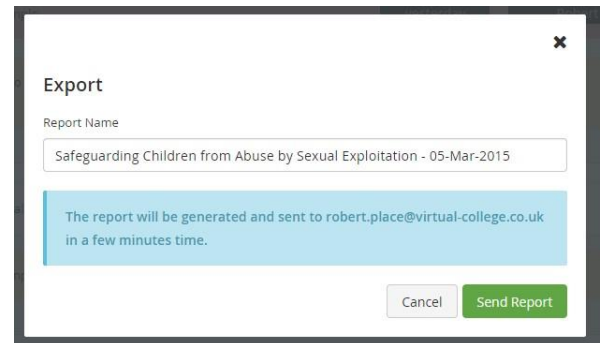
Apply

HOW TO EXPORT MY AUDIT?

Action Plans

To receive a printable copy of your Action Plans simply select the 'Export' icon.

Here you'll be able to name your export file which will be emailed to you. The report will be sent to the email address you used to sign up to the audit system.

Export

Report Name

Safeguarding Children from Abuse by Sexual Exploitation - 05-Mar-2015

The report will be generated and sent to robert.place@virtual-college.co.uk in a few minutes time.

Cancel Send Report

Export your Audit

At the main page of your audit select the 'Export' icon at the top right of the screen.

Name the export file using the

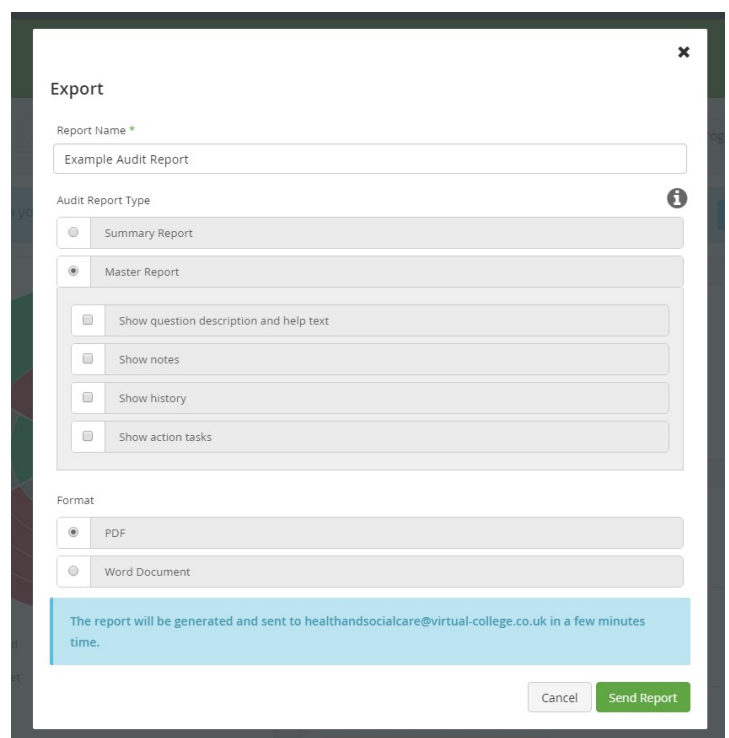
Report Name

Summary Report: Report containing a colour coded table showing grade, score and progress for each question.

Master Report: Report containing all the questions and responses. The tick boxes allow you to add additional information to be included on the report if you require them.

PDF – non-editable format

Word Document – word document (editable)



Export

Report Name *

Example Audit Report

Audit Report Type

☐ Summary Report

☒ Master Report

☐ Show question description and help text

☐ Show notes

☐ Show history

☐ Show action tasks

Format

☒ PDF

☐ Word Document

The report will be generated and sent to healthandsocialcare@virtual-college.co.uk in a few minutes time.

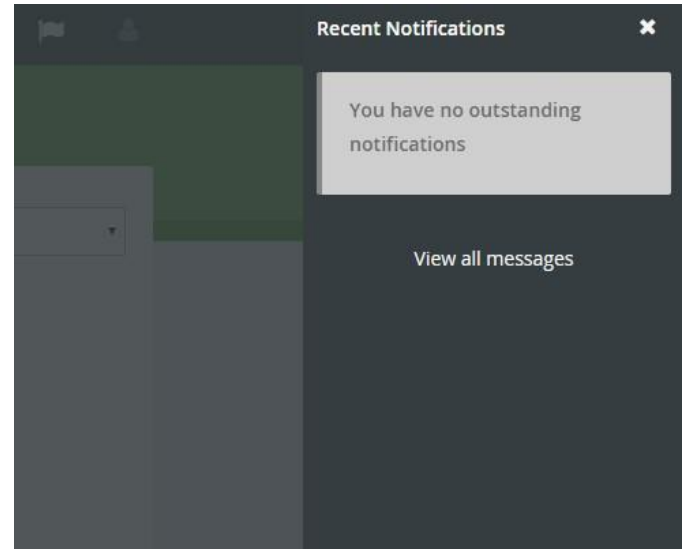
Cancel Send Report

The report will be emailed to your email address.

NOTIFICATIONS

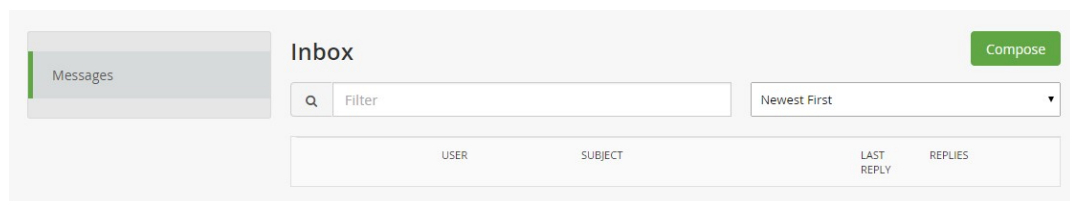
Notifications are a messaging system. Your audit managers are able to message you directly within in the system and, if applicable, directly to your email account.

Should you be allocated an audit, and audit question or action plan you'll automatically receive a notification within the system and by email.



Notifications are seen by selecting the flag icon on the left of the screen and will bring up a messaging bar on the right hand side.

If you select 'View all messages; you will be brought to your system inbox, here you can reply to messages and/or compose a new message to be sent.



Click 'compose' to start writing your message.

If you select 'copy to email' your recipients will also receive your notifications by email.

Compose Message

Message 

Recipients

Message

Subject *

Subject

Required Field

Body *

Required Field

☐ Copy To Email

Cancel

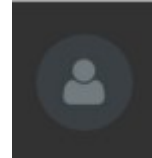
Send

COMPLETING AND FINISHING YOUR AUDIT

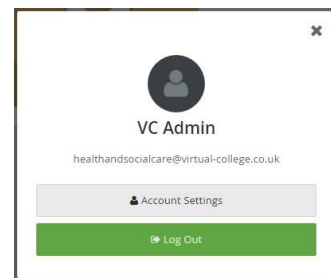
You are able to stop and start your audit at any time.

As you are always asked to save your audit when answering your questions you can log out at any time.

To log out please go to the avatar symbol at the left of the webpage, situated above the notifications icon.



Here you'll be given the option to log out or change your account details.



MY AUDIT HAS BEEN UPGRADED

“My audit has gone back to not started”

You may have received a notification to say your audit has been reset. Or you have simply logged in and your audit seems to have 0% progress. This feature is designed to allow you the opportunity to update your audit (doing so will bring your progress back up to complete) without having to submit all new data, simply the data that is now out-of-date.

Without the removal of the initial progress there is no way to know if everyone has gone through and updated the audit, so this method helps assure your auditor that you have reviewed each question and are happy with the evidence, either left as it was or updated.

During this progress it is also possible for your Auditors to add new questions to an existing audit so as you go through and check the information there may be new questions available.

It is hoped that this method will help you complete your regular audit cycles efficiently, without having to start from scratch each time.

“My Audit has been ungraded, how do I view the older version?”

So it appears your audit has been upgraded with new questions and you are working through updating this. If you wish to view the older version please select **Previous Versions** and select the audit version you wish to view.

